



REQUEST FOR RELEASE OF LOUISIANA DEPARTMENT OF
WILDLIFE AND FISHERIES TRIP TICKET REPORT DATA
TO A WHOLESALE/RETAIL SEAFOOD DEALER

STATE OF LOUISIANA, PARISH OF _____

AFFIDAVIT OF BUSINESS REPRESENTATIVE AND
REQUEST FOR RELEASE OF RECORDS

BEFORE ME, the undersigned Notary Public, personally came and appeared,

_____ who after first being duly sworn did
(Print Name of Representative Making Request)

depose and say that:

1.

He/She is currently a Chief Executive Officer of _____
(Name of Business as it Appears on Wholesale/Retail Dealer's License) which, in the year(s)
_____ held a Wholesale/Retail Seafood Dealer Business or Seafood Vehicle License bearing
number _____ and possesses SSN _____ and/or
Federal Tax ID No. _____.

2.

Affiant is the lawful representative of the above named business and possesses the full legal
capacity and authority to request and obtain from the Louisiana Department of Wildlife and Fisheries,
copies of official trip ticket data reports of the business license which were previously filed with the
Department. In his/her capacity as representative of the business entity listed above, Affiant is
requesting that the Department provide to him/her Louisiana trip ticket report data for the referenced
business license for the dates of:

_____ (month/year) to _____ (month/year) inclusive.

3.

Affiant's Social Security Number is _____, Driver's License Number is
_____, State of issuance _____ or Louisiana
Identification Number is _____ and Date of Birth is _____.

I understand that providing false information on this document could result in criminal prosecution.

Affiant Signature

Sworn to and subscribed before me this ____ day of _____, 20____.

Notary for Affiant

Notary Name and ID Number _____
(please print)

My Commission Expires on _____
Address _____

RECEIPT FOR RECORDS

I hereby certify that I have received and taken possession of the copies of the records requested above
that were available through the LDWF trip ticket data base at the time the request was processed.

Signature (individual making request)

Date

Witness:

Signature (LDWF Representative)

Date



**INSTRUCTIONS FOR REQUEST FOR RELEASE OF
LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES
TRIP TICKET REPORT DATA
TO A WHOLESALE/RETAIL SEAFOOD DEALER**

To protect the statutorily regulated confidentiality of your business information, trip ticket data can only be provided to the individual named on the license or, in the case where the license is issued in the name of a business entity, that business's lawful representative. In order to obtain trip ticket data, the attached affidavit must be filled out completely by the appropriate individual who must then appear before a notary public and sign the affidavit. The original Louisiana Department of Wildlife and Fisheries issued wholesale/retail license or Louisiana Department of Wildlife and Fisheries issued certified copy must be presented with the affidavit and in cases where the business is licensed in the name of an individual, a legible copy of that individual's driver's license, both front and back, must also be submitted with the affidavit. Where the license is issued in the name of a business entity other than an individual, a legible copy of the driver's license, both front and back sides, of the lawful representative executing the affidavit must be submitted along with the affidavit.

Landings data for businesses are provided as a complete listing by trip ticket for the time period indicated on the affidavit.

The applicant and proof of identity must be presented in person by the license holder or lawful representative for data release. Requests will be processed in the order they are received. When the data has been processed the applicant will be notified and he/she must sign for the receipt of records.

THE APPLICANT MUST RETURN SIGNED, NOTARIZED, ORIGINAL IN PERSON TO:

DEPARTMENT OF WILDLIFE AND FISHERIES
TRIP TICKET OFFICE
2000 QUAIL DRIVE, ROOM 41
BATON ROUGE, LA 70808
(225) 765-2399

OFFICE HOURS: MONDAY THROUGH FRIDAY, 8:00 AM TO 4:30 PM

Please update the following information for the purpose of LDWF trip ticket correspondence:

CURRENT MAILING ADDRESS

Phone: _____

Cell Phone: _____

Address above is different from address on my license application Y____ N____

Please update all my commercial records to reflect the new address and phone number listed above: Y____ N____